

ASSISTANT SPORTS PROGRAMS SUPERVISOR

GRADE: 19

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Assistant Sports Programs Supervisor performs intermediate professional and responsible administrative work assisting with coordinating, planning and developing City-wide sports and recreation activities for all ages. The employee supervises part-time and seasonal employees, prepares program evaluation data and assists in the inspection of the various parks, buildings, schools and other facilities at which programs are held. The employee is responsible for carrying out all City policies and procedures pertaining to recreation programs and for maintaining careful and accurate control of budgeted expenditures and revenues in accordance with accepted City procedures. The programs and services for which this employee is responsible are largely revenue supported. The position is directly supervised by the Sports Programs Supervisor and is required to work as a team member with other Recreation Division staff and staff from other divisions to ensure smooth coordination of department services. The employee must exercise considerable independent judgment in carrying out assignments. Considerable evening and weekend work is required.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Works with civic groups, parent/student groups and other community organizations in determining recreational and athletic needs/desires, and

implements programs and leagues, which satisfy those needs in a cost effective manner.

- Coordinates the gathering and analysis of information related to recreational needs/desires and relates this data to budget preparation and evaluation.
- Works with the Superintendent of Recreation and the Sports Programs Supervisor and other department staff to develop and implement new programs and systems for managing leagues and programs.
- Works with community and citizen interest groups, recreation councils, etc., to determine the best utilization of City and school facilities.
- Develops timely public service, promotional, and informative compositions for the quarterly recreation brochure, city newsletter and other media.
- Recruits, selects, trains and evaluates part-time staff, volunteer coaches, officials and other staff.
- Gathers information pertaining to new developments in the field of recreation, athletics and sports, and applies these methods and practices to professional guidance and training for subordinate employees, volunteers and program participants.
- Performs related work as required.
- Ensures that community and citizen input is solicited in reference to program evaluation and changes, employing formal and informal surveys, meetings and personal contact.
- Submits to Accounting Clerk timely pay vouchers, expenditure and revenue information. .
- Operates revenue supported programming within budgetary guidelines as developed by staff and the Mayor and Council of Rockville.
- Maintains extensive records related to program registration and participation.
- Develops and implements safety and risk management policies and strategies which will maximize participant safety and minimize potential City liability.
- Inspects regularly and carefully all program operations to ensure proper supervision of staff and participants.
- Inspects regularly and carefully all facilities in use for programs and for coordination with the building and park maintenance division and with the public school personnel to ensure that all facilities and equipment are maintained in a proper and safe manner.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in recreation, physical education, sports management or an appropriate related field, plus four years of experience in the supervision of recreation programs and activities.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of and appreciation for the objectives and principles of planned and diversified recreation and sports programs appealing to all ages and interest groups.
- Considerable knowledge of the organization, development and operation of a diversified recreation/sports program.
- Ability to administer such program under general policy guidelines and budgetary limitations.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness in meeting new situations.
- Ability to establish and maintain effective working relationships with persons and groups interested in recreation, associates and other employees and departments, and the general public.
- Ability to stimulate staff and volunteers to maintain a high level of quality and creativity in their daily work.